

**INTRODUCTION TO LAWYERING SKILLS**  
**LAW 612 & 612A — Section 339A**  
**Fall 2021**

**Instructors:** Professor Matthew Sipe ([msipe@ubalt.edu](mailto:msipe@ubalt.edu)), Room 1010  
Office Hours: Fridays, 1:00 to 3:00 pm

Admin. Assistant: Laurie Schnitzer ([lschnitzer@ubalt.edu](mailto:lschnitzer@ubalt.edu)), Room 1006

Teaching Assistants (ILS): Mitchell Dolman ([mitchell.dolman@ubalt.edu](mailto:mitchell.dolman@ubalt.edu)),  
Faith Zellman ([faith.zellman@ubalt.edu](mailto:faith.zellman@ubalt.edu))

Law Scholar (Civil Procedure): Peri Schuster ([peri.schuster@ubalt.edu](mailto:peri.schuster@ubalt.edu))

**Class times:** Wednesdays & Fridays, 9:00 am – 11:45 am, Room 102.  
Wednesdays, 4:45 pm – 6:00 pm, Room 402.

**Sakai page:** <https://ubonline.ubalt.edu/x/GEJtZD>

**Welcome to Civil Procedure I / ILS!**

In these two combined courses, you will learn the first half of federal civil procedure and build the foundation for basic lawyering skills and professional values. This syllabus covers the materials, assignments, and assessments for the ILS course—a separate syllabus covers the equivalent information for Civil Procedure I. Please take the time to read both syllabi carefully and set yourself up for success.

**Course Description**

These combined courses integrate rigorous instruction in legal analysis, research, and writing with the substantive law of federal civil procedure to give beginning law students an opportunity to combine skills and doctrine—just as practicing lawyers do. It focuses on the process and procedures of a civil lawsuit, from filing a complaint through final appeal. Topics include pleadings, pre-trial motions, the discovery process, juries, judgments, relief, post-judgment motions, and appeals. Students will learn civil procedure through statutory interpretation, case analysis, rule synthesis, and legal research and writing projects. Legal analysis, research, and writing skills will be developed through coursework that includes critical case reading, analysis, and briefing; common law principles and processes; factual analogy and distinction; rule synthesis and application; objective / predictive writing; citation; and professional norms.

## **Course Objectives and Learning Outcomes**

1. Accurately identify, explain, and apply civil procedure rules;
2. Read and analyze cases by identifying the rule, holding, and determinative facts;
3. Identify the elements of a rule and apply rules to facts;
4. Research and properly cite legal authorities, such as cases, statutes and secondary sources;
5. Write predictive memoranda on legal issues, taking into account the weight and value of different authorities; and
6. Build legal writing and grammar skills.

## **Course Materials**

These texts are required for ILS. You must have assigned materials at the ready during class.

- CHRISTINE NERO COUGHLIN ET AL., *A LAWYER WRITES: A PRACTICAL GUIDE TO LEGAL ANALYSIS* (3d ed.), ISBN: #9781531008765
- *THE BLUEBOOK: A UNIFORM SYSTEM OF CITATION* (21st ed.), ISBN: #9780578666150
- \*AMY E. SLOAN, *RESEARCHING THE LAW: FINDING WHAT YOU NEED WHEN YOU NEED IT* (2d ed. 2017) (“RTL”), ISBN: # 9781454886495
- \*DIONNE E. ANTHON, *THE BLUEBOOK UNCOVERED: A PRACTICAL GUIDE TO MASTERING LEGAL CITATION* (2d ed. 2020), <http://dionneanthon.com/bbu/bbu21.html>
- \*CORE GRAMMAR FOR LAWYERS (4th ed.) (“CGL”), <https://coregrammarforlawyers.com/>

\*A copy of *Researching the Law*, online access to *The Bluebook Uncovered*, and a code for *Core Grammar for Lawyers* will be provided to you—you **do not** need to purchase these materials separately. Please email [lawlibref@ubalt.edu](mailto:lawlibref@ubalt.edu) if you have any issues accessing these materials.

Civil Procedure materials are listed on the Civil Procedure syllabus, along with general Law School policies such as attendance and Honor Code.

## **Supplemental Aids**

None of these texts are required or will be directly referenced in the course, but if you are looking for additional learning materials and resources, they are of high quality:

- DIANA HACKER & NANCY SOMMERS, *A POCKET STYLE MANUAL* (6th ed.)
- TERRILL POLLMAN, JUDITH STINSON, ELIZABETH STINSON, *LEGAL WRITING: EXAMPLES AND EXPLANATIONS*
- TERRI LECLERQ, *GUIDE TO LEGAL WRITING STYLE*
- Please note that the Writing Center can also help you with many of the basics: [http://law.ubalt.edu/academics/academic-support/legal\\_writing\\_center/](http://law.ubalt.edu/academics/academic-support/legal_writing_center/)

## **Teaching Assistants**

Mitchell Dolman and Faith Zellman are the Teaching Assistants for this course. They will be responsible for teaching some of our class sessions; those class sessions are a mandatory component of the course. I sincerely request that you treat Mitchell and Faith with the utmost level of professionalism, respect, and kindness throughout the course.

## Grades

You will receive one grade for ILS and one grade for Civil Procedure I. The ILS grade will be composed of: (1) memorandum assignments (70%); (2) research and citation modules (25%); (3) core grammar exercises (5%); and (4) professionalism (adjustments). **Collaboration with other students—as well as consulting family, friends, or anyone other than myself, Mitchell, and Faith—is not permitted on any of these assignments, unless otherwise stated explicitly.**

- Memorandum Assignments (70%)
  - Please note: all memoranda must be submitted via Sakai by their respective deadlines. Late papers **will not be accepted** unless you have a documented emergency.
    - Draft of the closed memorandum (10%) – October 3rd by 11:00 pm
    - Final closed memorandum (20%) – October 24th by 11:00 pm
    - Final open memorandum (40%) – December 5th by 11:00 pm
  
- Research and Citation Modules (25%)
  - Please note: the modules are graded for good-faith completion.
    - Getting Started & Module 1 – August 23rd by 11:00 pm
    - Module 2 – September 5th by 11:00 pm
    - Module 3 – October 10th by 11:00 pm
    - Module 4 – October 31st by 11:00 pm
    - Module 5 – November 7th by 11:00 pm
  
- Core Grammar Exercises (5%)
  - Please note: these exercises are graded for good-faith completion. That is, you must **either test out of or pass each lesson** by their respective deadlines in order to receive full credit. You are welcome to complete them earlier than the due dates to get ahead.
    - CGL Pretest – August 24th by 11:00 pm
    - Exercises A, 1-2 (Sentence Structure) – August 29th by 11:00 pm
    - Exercises A, 3-4 (Sentence Structure) – September 5th by 11:00 pm
    - Exercises B, 1-2 (Quotations) – September 12th by 11:00 pm
    - Exercises B, 3-4 (Quotations) – September 19th by 11:00 pm
    - Exercises D, 1-2 (Verbs and Agreement) – September 27th by 11:00 pm
    - Exercises D, 3-4 (Verbs and Agreement) – October 10th by 11:00 pm
    - Exercises C, 1-2 (Organizing Complex Ideas) – October 17th by 11:00 pm
    - Exercises C, 3-4 (Organizing Complex Ideas) – October 31st by 11:00 pm
  
- Professionalism
  - The caliber of your professionalism may help or hurt your grade by up to one step (e.g., B+ to A-, or B- to C+). Professionalism means, among other things, being on time and prepared to participate. “On time” means you are settled in and ready to engage when class begins. “Prepared” means you have read the work assigned, completed the relevant exercises, brought any requested drafts or materials, and looked up any words or terms in the readings that you did not understand. These will all help you to develop the skills of a successful lawyer.

## COURSE ASSIGNMENTS FOR ILS

The class assignments listed below are subject to change as the course progresses, in order to maximize student learning. I will notify you in advance of any such changes, however, via Sakai, email, or in class.

### Week 0: Before Our First Class

- Complete the “Student Information Sheet” assignment on our Sakai page. Turn it in (as a PDF file) via Sakai by **Sunday, August 22nd** at 11:00 pm. So that I can more easily learn all of your names and faces for class, please take a moment to upload a photo to your Sakai profile as well, if you have not already done so. It can be the same photo that you used for your student ID.
- Complete “Getting Started with Research in ILS” and “Module 1: Civics & The Legal Research Process” on our Sakai page by **Monday, August 23rd** at 11:00 pm.
- After you have registered for Core Grammar for Lawyers (“CGL”), complete the Pretest by **Tuesday, August 24th at 11:00 pm**. You may need this “course code” for registration: 321-116-3516. Make sure to set aside about 90 minutes to take the Pretest. You will only be graded for completion, not performance. The Pretest gives you the chance to **test out** of some parts of CGL; it tailors the rest of the software to your individual skill level. So don’t rush through it, as you will have more work to do later on as a result. At the same time, do not feel pressure to ace the Pretest—it may include material you have not yet learned. Just do your personal best!

Week 1

**Wednesday, August 25 (Morning):** Introduction, How Attorneys Communicate, Sources and Systems of Law

- *A Lawyer Writes*: xix-xx (Introduction), 3-31 (Chapters 1 & 2)

**Wednesday, August 25 (Afternoon):** TA Session

- Faith and Mitchell will introduce themselves and offer a roadmap for the semester, as well as helpful advice for your first few weeks of law school.

**Friday, August 27:** Identifying Rules

- *A Lawyer Writes*: 61-72 (Chapter 4)
- How do you read and break apart a rule?

REMINDERS:

- (1) Complete CGL Exercises A, 1-2 (Sentence Structure) by **Sunday, August 29th at 11:00 pm.**

## Week 2

### **Wednesday, September 1 (Morning) and Friday, September 3: Library Module 2**

- This module takes the place of our Wednesday morning and Friday ILS sessions for the week. It's composed of multiple readings and assignments; pace yourself accordingly over the course of the week. Complete all components by **Sunday, September 5th at 11:00 pm.**

### **Wednesday, September 1 (Afternoon): TA Session**

- Faith and Mitchell will offer supplemental discussion on the content of Module 2, CGL Exercises A 1-2, and how to read and break apart rules. They will also provide further guidance on how to brief cases for Memo Check-In #1.

#### REMINDERS:

- (1) Complete CGL Exercises A, 3-4 (Sentence Structure) by **Sunday, September 5th at 11:00 pm.**
- (2) Attend one of the joint Lexis and Westlaw training sessions. Sessions will be held Tuesday, August 31st and Thursday, September 2nd from 1:30 pm – 2:45 pm and 7:45 pm – 9:00 pm. They will help you learn some of the basics for these platforms, which will be useful in completing the various research modules—and, later in the semester, your Open Memo.
- (3) Our next class session kicks off the Closed Memo Assignment—be sure to give yourself enough time to read through the assignment and complete Memo Check-In #1 (Case Briefing) before class on Wednesday, September 8th.